



## CITY OF ATLANTA

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Mayor

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DEPARTMENT OF PROCUREMENT  
Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP  
Chief Procurement Officer  
[asmith@atlantaga.gov](mailto:asmith@atlantaga.gov)

January 6, 2015

### ATTENTION INTERESTED BIDDERS:

Your firm is hereby invited to submit to the City of Atlanta (the "City"), Department of Procurement (the "DOP"), a Bid for **FC-7907, Annual Contract for Small Water Meters Installation**. This solicitation will require the successful Bidder to install and construct small water meters and meter boxes on an as needed basis as authorized by the Department of Watershed Management. The Work consists of furnishing all labor, materials, tools, equipment, and incidentals required for small meter installation services throughout the City of Atlanta's water distribution system.

A **Pre-Bid Conference** will be held on **Monday, January 19, 2015, at 11:00 A.M. EST**, at 55 Trinity Avenue, S.W., Suite 1900 (1st Floor), City Hall South, Atlanta, Georgia 30303. The purpose of the Pre-Bid Conference is to provide Bidders with detailed information regarding the Procurement process and to address questions and concerns. There will be representatives from the Department of Watershed Management, Risk Management, Office of Contract Compliance and the Ethics Office available at the conference to discuss this project and to answer any questions. Attendance at the Pre-Bid Conference is strongly encouraged.

Bidders will be allowed to ask questions during the Pre-Bid Conference. However, please note that oral answers to questions during the Pre-Bid Conference are not authoritative. Authoritative responses to all written questions will be published and made available to all bidders in the form of an addendum. The deadline to submit questions in writing is **Wednesday, January 21, 2015, at 1:00 P.M. EST**.

Your response to this Invitation to Bid ("ITB") must be received by designated staff of the Department of Procurement at 55 Trinity Avenue, S.W., Suite 1900 (1st Floor), City Hall South, Atlanta, Georgia 30303, **no later than 2:00 P.M. EST, on Wednesday, February 4, 2015**.

**\*\*ABSOLUTELY NO BIDS WILL BE ACCEPTED AFTER 2:00 P.M.\*\***

Bids will be publicly opened and read at 2:01 P.M. EST on the respective due date in Suite 1900, 1<sup>st</sup> Floor, 55 Trinity Avenue SW, City Hall, Atlanta, GA 30303.

**Invitation to Bid**

**Project Number: FC-7907, Annual Contract for Small Water Meters Installation**

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This Bid is being made available by electronic means. If accepted by such means, then the Bidder acknowledges and accepts full responsibility to insure that no changes are made to the Bid. In the event of conflict between a version of the Bid in the Bidder's possession and the version maintained by DOP, the version maintained by the DOP shall govern.

You are required to email and confirm receipt of your business name, contact person, address, phone number, fax number, email address and the project number to Katherine Vernet, Esq., Contracting Officer, at [kvernet@atlantaga.gov](mailto:kvernet@atlantaga.gov) to be placed on the Plan Holders List. Failure to do so will prevent you from receiving any addenda that are issued and may deem you non-responsive.

The bid document may also be obtained from the Department of Procurement, Plan Room, 55 Trinity Avenue, S.W., Suite 1900 (1st Floor), City Hall South, Atlanta, Georgia 30303, at a cost of \$100.00 per package, beginning on Tuesday, January 6, 2015. All purchased solicitation documents include a solicitation package; scope of work booklet and full size drawings (if applicable).

If you have any questions regarding this project, please contact Katherine Vernet, Esq., Contracting Officer, at (404) 330-6517 or by email at [kvernet@atlantaga.gov](mailto:kvernet@atlantaga.gov). Any questions regarding the procedure for purchasing a copy of the document or obtaining a copy of the Plan Holders List should be directed to the Plan Room at (404) 330-6204.

The City reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all bids when it is for good cause and in the best interest of the City.

Thank you for your interest in doing business with the City.

Sincerely,



Adam L. Smith

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